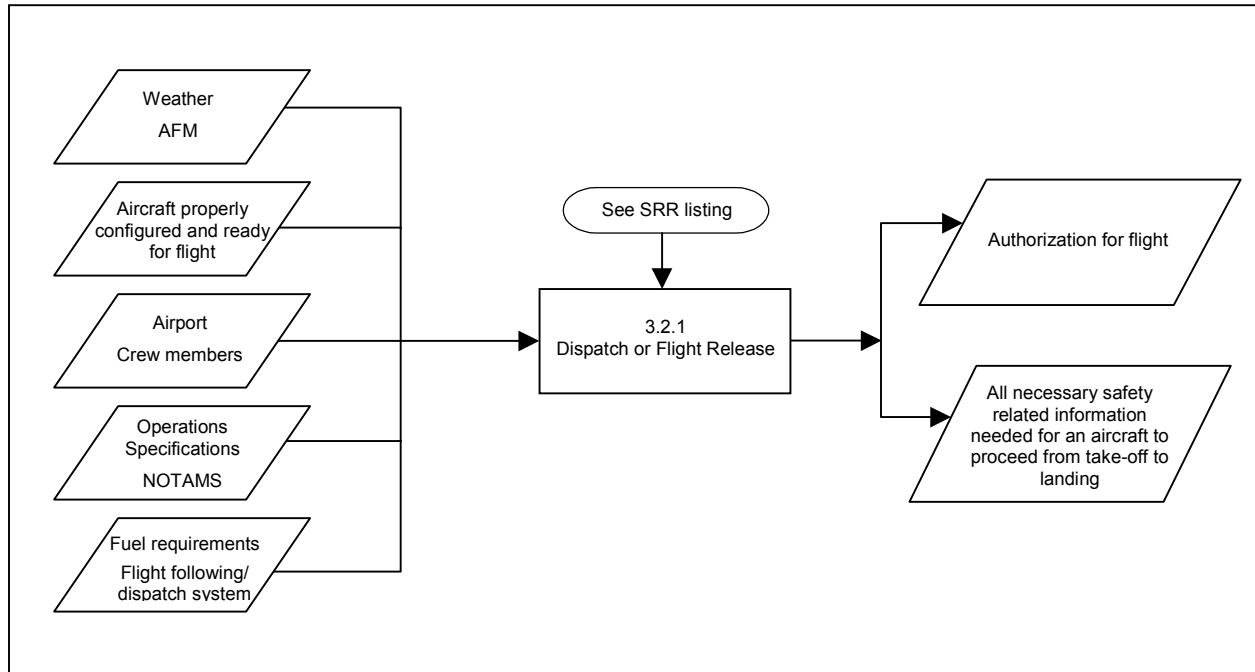


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 3.2.1 Dispatch or Flight Release

Purpose of this Element (Air Carrier's responsibility): To dispatch or release a flight safely in accordance with their policies and procedures.

Objective (FAA responsibility): To determine if the Air Carrier adheres to its written procedures and controls for the Dispatch or Flight Release process and that the established performance measures are met.

Inputs:

- Weather (from approved sources)
- AFM
- Aircraft Properly Configured and Ready for Flight
- Airports
- Crew Members
- Operations Specifications
- NOTAMs
- Fuel Requirements
- Flight Following/Dispatch System

Safety Attribute Inspection (SAI) Job Aid

Outputs:

- Authorization for flight.
- All necessary safety related information needed for an aircraft to proceed from take-off to landing.

Performance Measures:

- All required safety related information provided to the Pilot in Command.
- All flight releases are complete and accurate.
- Flights were released with the required fuel.
- Departure, destination, and alternate airports met weather requirements at time of release.

Safety Attribute Inspection (SAI) Job Aid

SRR:

- 121.97 (a, b), Airports: Required data. (Domestic and Flag Operations)
- 121.101 (a-d), Weather reporting facilities.
- 121.117 (a, b), Airports: Required data. Supplemental Operations
- 121.107, Dispatch centers.
- 121.119 (a, b), Weather reporting facilities.
- 121.125 (a, b), Flight following system.
- 121.127 (a, b), Flight following system; requirements.
- 121.551, Restriction or suspension of operation: Domestic and flag operations.
- 121.553, Restriction or suspension of operation: Supplemental operations.
- 121.593, Dispatching authority: Domestic operations.
- 121.595 (a, b), Dispatching authority: Flag operations.
- 121.597 (a-c), Flight release authority: Supplemental operations.
- 121.611, Dispatch or flight release under VFR.
- 121.613, Dispatch or flight release under IFR or over the top.
- 121.615 (a-d), Dispatch or flight release over water: Flag and supplemental operations.
- 121.617 (a-c), Alternate airport for departure.
- 121.619 (a-c), Alternate airport for destination: IFR or over the top: Domestic operations.
- 121.621 (a-c), Alternate airport for destination: Flag operations.
- 121.623 (a-d), Alternate airport for destination; IFR or over the top: Supplemental operations.
- 121.625, Alternate airport weather minimums.
- 121.629 (a), Operation in icing conditions.
- 121.635, Dispatch to and from refueling or provisional airports: Domestic and flag operations.
- 121.637 (a, b), Takeoffs from unlisted and alternate airports: Domestic and flag operations.
- 121.639 (a-c), Fuel supply: All domestic operations.
- 121.641 (a, b), Fuel supply: nonturbine and turbopropeller powered airplanes: Flag operations.
- 121.643 (a-c), Fuel supply: Nonturbine and turbo-propeller-powered airplanes; supplemental operations.
- 121.645 (b, c), Fuel supply: Turbine engine powered airplanes, other than turbo propeller; flag and supplemental operations.
- 121.647 (a-d), Factors for computing fuel required.
- 121.649 (a, b), Takeoff and landing weather minimums: VFR: Domestic operations.
- 121.663, Responsibility for dispatch release: Domestic and flag operations.
- 121.687 (a, b), Dispatch release: Flag and domestic operations.
- 121.689 (a-c), Flight release form: Supplemental operations.
- 121.695 (a, b), Disposition of load manifest, dispatch release, and flight plans: Domestic and flag operations.
- 121.697 (a-e), Disposition of load manifest, flight release, and flight plans: Supplemental operations.
- 121.599 (a, b) Familiarity with weather conditions.

Safety Attribute Inspection (SAI) Job Aid

SRR (Continued):

- 121.601 (a-c) Aircraft dispatcher information to pilot in command: Domestic and flag operations.
- 121.609 Communication and navigation facilities: Supplemental operations.
- 121.631 (a-d) Original dispatch or flight release, redispach or amendment of dispatch or flight release.
- 121.645 (a-e) Fuel supply: Turbine engine powered airplanes, other than turbo propeller; flag and supplemental operations.
- 121.652 (a-c) Landing weather minimums: IFR: All certificate holders.
- 121.649(c) Takeoff and landing weather minimums: VFR: Domestic operations.

Other CFRs and/or FAA Guidance:

- FAA Order 8400.10, Volume 3, Chapter 1, Section 5, Paragraph 171. C55 – Alternate Airport IFR Weather Minimums. 8400.10, Volume 3, Chapter 1, Section 5, Paragraph 1153D. Weather for Flight Release.
- FAA Order 8400.10, Volume 3, Chapter 6, Section 1, Paragraph 1145, Operational Control, General Topics, Background and Definitions.
- FAA Order 8400.10, Volume 3, Chapter 6, Section 3, Part 121 Flight Release Systems and Supplemental Operating Rules
- FAA Order 8400.10, Volume 3, Chapter 6, Section 4, Part 121 Flag Operations, Supplemental Operations Outside the Contiguous States, and Extended Overwater Operations
- FAA Order 8400.10, Volume 3, Chapter 7, Section 1, Paragraph 1407, Policy on Conditional Phrases in Remarks Portion of Weather Forecast.
- FAA Order 8400.10, Volume 3, Chapter 7, Section 2, Paragraph 1423, Operational Requirements – Flightcrews.
- FAA Order 8400.10, Volume 4, Chapter 4, Section 4, Paragraph 1159, Discrepancies Discovered During Flight.
- FAA Order 8400.10, Volume 6, Chapter 2, Section 5, Paragraph 183, Part 121 Operator Trip Records Requirements.
- FAA Order 8400.10, Volume 6, Chapter 2, Section 5, Paragraph 191, Specific Inspection Practices And Procedures.

Safety Attribute Inspection (SAI) Job Aid

SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.97 (a, b)	To ensure that Domestic and Flag Operators utilize adequate airports and have an approved system for collecting, maintaining, and distributing current aeronautical data for each airport it uses.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.101 (a)	To ensure that weather reporting services are available for Domestic and Flag Operators.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.101 (b, c)	To require the use of FAA approved weather sources for Domestic and Flag Operators.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.101 (d)	To ensure Domestic and Flag Operators have an FAA approved system to obtain adverse weather phenomena.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.107	To require enough dispatch centers to ensure operational control.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.117 (a, b)	To ensure that Supplemental Operators utilize adequate airports and have an approved system for collecting, maintaining, and distributing current aeronautical data for each airport it uses.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.119 (a, b)	To require that Supplemental Operators use FAA approved weather reports and forecasts.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.125 (a)	To require that Supplemental Operators have an FAA approved flight following system and centers that monitor flight progress and provide all safety of flight information to Pilots in Command.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.125 (b)	To ensure that outsourcing of flight following does not relieve Supplemental Operators of primary responsibility for operational control.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.127 (a, b)	To require that Supplemental Operators must show that they have the means to provide safe operational control.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.551	To require Domestic or Flag Operators to suspend operations during unsafe conditions.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.553	To require Supplemental Operators to suspend operations during unsafe conditions.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.593	To specify the conditions under which dispatch is required for Domestic operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.595 (a, b)	To specify the conditions under which dispatch is required for Flag operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

Safety Attribute Inspection (SAI) Job Aid

SRR	Intent	Inspectors
121.597 (a-c)	To specify the conditions under which a flight release is required for Supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.611	To specify dispatch or release requirements for VFR enroute operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.613	To specify dispatch or release requirements for IFR or over the top operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.615 (a-d)	To specify dispatch or release requirements for extended or other over water operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.617 (a-c)	To specify dispatch or release requirements for departure alternatives.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.619 (a-c)	To specify Domestic dispatch requirements for destination alternates.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.621 (a-c)	To specify Flag dispatch requirements for destination alternates.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.623 (a-d)	To specify Supplemental flight release requirements for destination alternates.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.625	To specify weather requirements for the listing of alternate airports.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.629 (a)	To prohibit release or operation of an aircraft when icing conditions are expected that might adversely affect safety of flight.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.635	To ensure the dispatch requirements for provisional and refueling airports meets those of regular airports.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.637 (a, b)	To specify the conditions for departure from unlisted and alternate airports for Domestic and Flag operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.639 (a-c)	To specify the departure fuel requirements for all Domestic operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.641 (a, b)	To specify the departure fuel requirements for propeller driven airplanes operated by Flag carriers.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.643 (a-c)	To specify the departure fuel requirements for propeller driven airplanes operated by Supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.645 (b, c)	To specify the departure fuel requirements for turbojet airplanes operated by Flag and Supplemental Operators.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.647 (a-d)	To specify the factors to be used in computing departure fuel requirements.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.649 (a, b)	To specify the take-off and landing weather minimums for VFR.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

Safety Attribute Inspection (SAI) Job Aid

SRR	Intent	Inspectors
121.663	To require Domestic and Flag Operators to prepare, and retain the responsibility for, dispatch releases.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.687 (a, b)	To specify the contents of or attachments to the dispatch release for Flag and Domestic operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.689 (a, b)	To specify the contents of or attachments to the flight release for Supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.689 (c)	To require Domestic and Flag air carriers, when conducting Supplemental operations, to use their dispatch and flight release forms.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.695 (a, b)	To specify the disposition of load manifests, dispatch releases, and flight plans for Domestic operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.697 (a-e)	To specify the disposition of load manifests, flight releases, and flight plans for Supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.599 (a, b)	TBD	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.601 (a-c)	TBD	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.609	TBD	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.631 (a-d)	TBD	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.645 (a-e)	TBD	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.652 (a-c)	TBD	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.649(c)	To specify the take-off and landing weather minimums for VFR.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

Safety Attribute Inspection (SAI) Job Aid

3.2.1 Dispatch or Flight Release

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Dispatch or Flight Release process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Dispatch or Flight Release process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Dispatch or Flight Release process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Dispatch or Flight Release process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

3.2.1 Dispatch or Flight Release

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Dispatch or Flight Release process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Dispatch or Flight Release process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Dispatch or Flight Release process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Dispatch or Flight Release process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

3.2.1 Dispatch or Flight Release

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Dispatch or Flight Release process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Dispatch or Flight Release process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Dispatch or Flight Release process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Dispatch or Flight Release process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Dispatch or Flight Release process:

1.1 Do written procedures exist to identify the information needed to prepare the release (i.e. weather, NOTAMS, expected delays, MEL/CDL items)? [121.615 (a-d), 121.593, 121.595 (a, b), 121.597 (a-c), 121.101 (a), 121.101 (b, c), 121.101(d), 121.689 (a, b), 121.611, 121.613, 121.687 (a, b), 121.649 (a, b)]

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.2 Do written procedures exist to collect the information needed to prepare release? [121.119 (a, b), 121.97 (a, b), 121.117 (a, b)]

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.3 Do written procedures exist to evaluate the information? [121.625, 121.639 (a-c), 121.641 (a, b), 121.635, 121.637 (a, b), 121.623 (a-d), 121.621 (a-d), 121.619 (a-c), 121.617 (a-c)]

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.4 Do written procedures exist to determine the necessary action (decision tree)? [121.631(b), 121.551, 121.553, 121.629(a), 121.631 (b), 121.643 (a-c), 121.645 (b, c), 121.647 (a-d)]

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.5 Do written procedures exist to prepare the release form? [121.689 (c), 121.663]

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

1.6 Do written procedures exist to provide the Pilot in Command with release documents (paper or electronic)? [121.695 (a, b), 121.697 (a-e)]

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2. Do the procedures identify: who, what, where, when and how?

☐ YES **If no, explain:**
☐ NO

3. Are the procedures in compliance with the CFR(s)?

☐ YES **If no, explain:**
☐ NO

Safety Attribute Inspection (SAI) Job Aid

3.2.1 Dispatch or Flight Release

SECTION 3 – PROCEDURES ATTRIBUTE

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the Dispatch or Flight Release process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Dispatch or Flight Release process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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3.2.1 Dispatch or Flight Release

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Dispatch or Flight Release process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Dispatch or Flight Release process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Dispatch or Flight Release process with appropriate personnel to gain an understanding of the controls.
4. Observe the Dispatch or Flight Release process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Dispatch or Flight Release process:

1.1 Does the air carrier require that the Pilot in Command has final authority for go/no go decisions?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.2 Does the air carrier use only authorized signatures on release form?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.3 Does the air carrier use weather information received from approved sources? [121.101 (a, b), 121.119 (a, b)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.4 Does the air carrier use a standard format for dispatch and release documents? [121.687 (a, b), 121.689 (a, b)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.5 Does the air carrier have a documented method to review, prior to departure, all release documents for completeness and accuracy by a second set of eyes?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2. Do the checks and restraints ensure the desired result is achieved for the Dispatch or Flight Release process?

☐ YES If no, explain:
☐ NO

3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Dispatch or Flight Release process?

☐ YES If no, explain:
☐ NO

4. Does the air carrier have the resources to support the checks and restraints for the Dispatch or Flight Release process?

☐ YES If no, explain:
☐ NO

Safety Attribute Inspection (SAI) Job Aid

3.2.1 Dispatch or Flight Release

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Dispatch or Flight Release process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Dispatch or Flight Release process.
2. Discuss the Dispatch or Flight Release process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Dispatch or Flight Release process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Dispatch or Flight Release process include the following process measurements?

2.1 Does the air carrier solicit and analyze feedback from flight crews?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.2 Does the air carrier solicit from other sources such as ATC, the air carriers maintenance department, and flight operations department?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.3 Does the air carrier analyze the number of minutes of fuel remaining at destination in order to detect errors in planning?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

2.4 Does the air carrier analyze flight release documents for accuracy prior to filing them in the record system. [121.695 (b), 121.697 (d, e)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES If no, explain:
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES If no, explain:
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES If no, explain:
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES If no, explain:
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Dispatch or Flight Release process?

☐ YES If no, explain:
☐ NO

8. Does the air carrier have the resources to support the process measurement for the Dispatch or Flight Release process?

☐ YES If no, explain:
☐ NO

Safety Attribute Inspection (SAI) Job Aid

3.2.1 Dispatch or Flight Release

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Dispatch or Flight Release process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Dispatch or Flight Release process.
2. Discuss the Dispatch or Flight Release process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Dispatch or Flight Release process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Dispatch or Flight Release process:

1.1 Operational Control (Element 3.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.2 Aircraft Performance Operating Limitations (Element 3.1.9)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.3 Flight/ Load Manifest/ Weight and Balance Control (Element 3.2.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.4 Training of Flight Crewmembers (Element 4.2.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.5 Training of Flight Attendants (Element 4.2.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.6 Training of Dispatchers (Element 4.2.5)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.7 Training of Station Personnel (Element 4.2.6)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.8 Safety Program (Element 7.2.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.9 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A

Safety Attribute Inspection (SAI) Job Aid

3.2.1 Dispatch or Flight Release

SECTION 6 – INTERFACES ATTRIBUTE

1.10 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 (Manual) Distribution (Element 2.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 (Manual) Availability (Element 2.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Dispatch or Flight Release process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO